

Village of Brookfield

Building and Planning Department

Internship Opportunity

Building and Planning Intern, Brookfield, IL

Job Description:

The Village of Brookfield, IL, population 19,500+ and home to the Brookfield Zoo, has an internship opportunity available in the Building and Planning Department for the summer of 2014.

This internship is an excellent opportunity to work on a variety of projects, including downtown and Ogden Avenue corridor redevelopment, current and long range planning, economic development planning, zoning administration and code review. The selected candidate will work with the Village Planner and report directly to the department director.

Responsibilities:

The internship will include assisting staff in reviewing various zoning applications, reviewing and revising zoning ordinance and code text amendments, preparing information and analysis for staff reports, assisting in field research for a variety of planning issues and other special studies as assigned. Additionally, the intern will have opportunities to continue to expand the Village GIS.

The selected candidate will work on one or two selected projects with the goal of having a finished work product by the end of the internship as well as day-to-day department work. The intern will be encouraged to participate in planning related opportunities in Northeastern Illinois. This planning internship requires 400 hours over the summer with flexible scheduling.

Requirements:

The candidate must have successful work towards a Master's Degree in urban or community planning or related field and must possess a valid driver's license. The selected candidate will be required to pass a drug screen.

Salary Range: \$15/hour (400 hours)

Contact Information:

If you have questions or are interested in applying, please contact Michelle Robbins in the Human Resources Department at (708) 485-1360.

Interested applicants should submit their resume, writing sample, references, and transcript no later than April 30, 2014 to:

Contact Name: Keith R. Sbiral, Assistant Village Manager

Phone: (708) 485-1115

E-mail Address: ksbiral@brookfieldil.gov